

# **Valley Forge Military College Academic Credit Hour Policy**

## **Policy Description**

Valley Forge Military College follows the guidelines set by the Pennsylvania Department of Education for determining the amount and level of credit awarded for courses, regardless of format or mode of delivery. These guidelines are in compliance with policies set forth by both the federal government and the Middle States Commission on Higher Education.

Valley Forge Military College follows a semester system with the fall and spring semesters consisting of approximately 15 weeks, which includes one week for exams. Winter and Summer online terms are variable in length and adhere to the credit hour guidelines set forth by the PA Department of Education.

All courses at Valley Forge Military College require the equivalent of 50 minutes of instruction per week and a minimum of two hours of out-of-class student work, per credit hour. Courses where a student performs work in a laboratory setting requires contact time twice that of lecture to constitute one credit hour of lab.

Online sessions require the same number of semester hour credits as an identical course delivered face-to-face. VFMC requires a minimum of 42 hours of instruction to constitute a three credit hour course, in addition, students must also complete the out of class student work.